



**SOUTHWEST OKLAHOMA
REGIONAL TRANSPORTATION
PLANNING ORGANIZATION**

SORTPO Transportation Policy Board Meeting Agenda

March 23, 2023

10:00 a.m.

Zoom link -

<https://us02web.zoom.us/j/4556650981?pwd=bERNdmYrbzVRMkpIZENwbzB3VVZ3Zz09>

**SWODA Building
420 Sooner Dr.
Burns Flat, OK 73624
580-562-4882**

**Red River Technology Center
Business & Industry Services Building
Center Building 107, Room 509
3300 W. Bois D'Arc
Duncan, OK 73533
580-255-2903**

| Policy Board Members | Location/Virtual | Attendance A/P | Policy Board Members | Location/Virtual | Attendance A/P |
|-----------------------------|-------------------------|-----------------------|-----------------------------|-------------------------|-----------------------|
| Almquist, Brent | Burns Flat | | Archer, Anita | Burns Flat | |
| Barry, Ed | Burns Flat | | Bunn, Dale | Duncan | |
| Earp, Jay | Duncan | | Freie, Shawn | Virtual | |
| Glasgow, Debora | Burns Flat | | Harding, Heather | Burns Flat | |
| Miller, Lyle | Burns Flat | | Newman, Cendie | Burns Flat | |
| Roggow, Lyle | Duncan | | Mike Wallace | Burns Flat | |
| Winkler, Dale | Duncan | | Zigler, Tom | Duncan | |

1. Call to Order.
2. Roll Call.
3. Introduction of Guests.
4. Approval of the minutes for the January 26, 2023, meeting.
5. Old Business.
6. New Business.
7. Discuss and consider approving the SPR Mini Transportation Planning grant applications.
8. Discuss and consider approving the Regional Transportation Plan Request for Proposal (RFP).
9. Reports and Comments.
 - a. ODOT news.
 - b. ASCOG news.
 - c. SWODA news.
 - d. SORTPO news.
10. Adjourn.

Notice of this meeting was made to Washita County Clerk by annual posting and this agenda was visibly displayed on the front door of the SWODA office at 420 Sooner Dr., Burns Flat, OK and Red River Technology Center, Building 107 at 3300 W. Bois D'Arc Street, Duncan, OK on March 20, 2023, at 8:00 a.m. If individual with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in the meeting, notification to SWODA Director of Transportation at (580)-562-4885 at least 48 hours prior to the scheduled meeting is encouraged to make necessary accommodations. Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for LEP individual are not necessary accommodation.



**SOUTHWEST OKLAHOMA
REGIONAL TRANSPORTATION
PLANNING ORGANIZATION**

**SORTPO
Policy Board Minutes
January 26, 2023
10:00 a.m.**

**SWODA Conference Room
420 Sooner Drive
Burns Flat, OK 73624
580-562-4882**

**ASCOG
Conference Room, 804 W. Main St.
Duncan, OK 73533
580-736-7971**

| Policy Board Members | P/A | Policy Board Members | P/A |
|-----------------------------|------------|------------------------------|------------|
| Almquist, Brent | P | Harding, Heather | P |
| Archer, Anita | A | Miller, Lyle | A |
| Barry, Ed | P | Newman, Cendie | A |
| Bunn, Dale | A | Roggow, Lyle (Julie Sanders) | P |
| Butler, Kirk | A | Mike Wallace | P |
| Earp, Jay | P | Winkler, Dale | P |
| Freie, Shawn | A | Zigler, Tom (Ron Peel) | P |
| Glasgow, Debora | P | | |

P/A=PRESENT/ABSENT

- Call to Order:
Meeting called to order by Chairman Heather Harding.
- Roll Call:
Elesia Church, SWODA - Chairman declared quorum.
- Guests:
Julie Sanders, Director of Transportation, SORTPO
Elesia Church, SWODA
Dana Church, SWODA
Laura Chaney, ODOT
- Election of Chairman:
Motion to retain Heather Harding as Chairman by Mike Wallace second by Brent Almquist.
Motion passed.

| Policy Board Members | P/A | Policy Board Members | P/A |
|-----------------------------|------------|-----------------------------|------------|
| Brent Almquist | Y | Heather Harding | Y |
| Anita Archer | | Lyle Miller | |
| Ed Barry | Y | Cendie Newman | |
| Dale Bunn | | Lyle Roggow (Julie Sanders) | Y |
| Kirk Butler | | Mike Wallace | Y |
| Jay Earp | Y | Dale Winkler | Y |
| Shawn Freie | | Zigler, Tom (Ron Peel) | Y |
| Debora Glasgow | Y | | |

5. Election of Vice Chairman:

Motion to appoint Ed Barry as Vice Chairman made by Mike Wallace and second by Debora Glasgow.
Motion passed.

| Policy Board Members | P/A | Policy Board Members | P/A |
|-----------------------------|------------|-----------------------------|------------|
| Brent Almquist | Y | Heather Harding | Y |
| Anita Archer | | Lyle Miller | |
| Ed Barry | Y | Cendie Newman | |
| Dale Bunn | | Lyle Roggow (Julie Sanders) | Y |
| Kirk Butler | | Mike Wallace | Y |
| Jay Earp | Y | Dale Winkler | Y |
| Shawn Freie | | Zigler, Tom (Ron Peel) | Y |
| Debora Glasgow | Y | | |

6. Old Business.
No Old Business.

7. New Business.
No New Business.

8. Approval of the minutes for the September 22, 2022, meeting.
Motion to approve the September 22, 2022, minutes by Debora Glasgow second by Mike Wallace.
Motion Passed.

| Policy Board Members | P/A | Policy Board Members | P/A |
|-----------------------------|------------|-----------------------------|------------|
| Brent Almquist | Y | Heather Harding | Y |
| Anita Archer | | Lyle Miller | |
| Ed Barry | Y | Cendie Newman | |
| Dale Bunn | | Lyle Roggow (Julie Sanders) | Y |
| Kirk Butler | | Mike Wallace | Y |
| Jay Earp | Y | Dale Winkler | Y |
| Shawn Freie | | Zigler, Tom (Ron Peel) | Y |
| Debora Glasgow | Y | | |

9. Hold a public hearing and consider approving Resolution 2023-1 adopting the 2043 Regional Transportation Plan: Southwest Oklahoma Moving People and Goods.

Motion to approve Resolution 2023-1 (with discussed changes to the Southwest Oklahoma Moving People and Goods) made by Mike Wallace and second by Julie Sanders. Motion Passes.

| Policy Board Members | P/A | Policy Board Members | P/A |
|-----------------------------|------------|-----------------------------|------------|
| Brent Almquist | Y | Heather Harding | Y |
| Anita Archer | | Lyle Miller | |
| Ed Barry | Y | Cendie Newman | |
| Dale Bunn | | Lyle Roggow (Julie Sanders) | Y |
| Kirk Butler | | Mike Wallace | Y |
| Jay Earp | Y | Dale Winkler | Y |
| Shawn Freie | | Zigler, Tom (Ron Peel) | Y |
| Debora Glasgow | Y | | |

10. Receive updates/schedules on the RAISE Regional Transportation Grant:
RAISE Grant will be administered under the Federal Highways Department. Recent Zoom meeting with OKC Hwy. Admin. and Washington DC office of USDOT to go over documents that have been submitted and what is still required, waiting on signed contract which is expected in the next 60/90 days. RFP draft is in process awaiting approval, once approved will go to RAISE Grant

Committee, will be hiring a consultant. The requirement of the grant is that 3% of grant dollars will be spent within our region, this grant is 100% funded with no local match. ODOT has provided a list of potential consultants, SORTPO and SWODA would like to use an Oklahoma based consultant.

11. Reports and Comments:

A. ODOT Brent Alquist-Last Monday evening ODOT held an active transportation virtual workshop that addressed pedestrians, bicycles, wheelchairs, etc., asking how people move around when they don't have vehicles, how accessible are sidewalks and how much connectivity is actively available. Thank you to Julie for attending this meeting. Tim Tutton the maintenance engineer is retiring from their office after 35 years with ODOT, he will be genuinely missed.

Laura Chaney-ODOT-Freight Plan is being approved by Federal Highway Administration showing critical rural freight corridors, will share a final document with Julie Sanders, census recently released urban area boundaries.

B. ASCOG news-Ron Peel-SPR grant deadline is quickly approaching, this is a planning grant and is a great planning tool to combine with other grant opportunities.

C. SWODA news-Lisa Church is working with several small rural communities to apply for the Assistance to Firefighters Grant. REAP contracts are out, CENA contracts are out (provided to communities ready to go forward with their projects), Lisa and Dana are working with cities and counties on updating SAM.gov. ARPA reporting is fast approaching, April, working with cities and towns to have all their documentation in place.

D. Staff news -Julie Sanders-SWODA still looking to fill the Mobility Navigator position. Kiowa, Jackson, and Tillman counties are the covered areas. This is a pilot project for the next two years. RTPA designation (changes to transportation plan and signed resolution) letters of support, Julie will be reaching out to members of policy board and others for letters of support, letters need to show the benefits and value that RTPO and SORTPO has brought to the region.

12. Adjourn:

Motion to adjourn the January 26, 2023, SORTPO Policy Board meeting was made by Ed Barry and second by Mike Wallace.

| Policy Board Members | P/A | Policy Board Members | P/A |
|-----------------------------|------------|-----------------------------|------------|
| Brent Almqvist | Y | Heather Harding | Y |
| Anita Archer | | Lyle Miller | |
| Ed Barry | Y | Cendie Newman | |
| Dale Bunn | | Lyle Roggow (Julie Sanders) | Y |
| Kirk Butler | | Mike Wallace | Y |
| Jay Earp | Y | Dale Winkler | Y |
| Shawn Freie | | Zigler, Tom (Ron Peel) | Y |
| Debora Glasgow | Y | | |

Motion Passed

ATTEST:

(Chairman)

(Secretary)

**SORTPO TRANSPORTATION POLICY BOARD
AGENDA ITEM COMMENTARY
March 23, 2023**

Agenda Title: Discuss and consider approving the SPR Mini Transportation Planning grant applications.

Background: The deadline for the second round of the SPR Transportation Mini Planning Grant program was February 24, 2023. The purpose of this grant is to make available opportunities for municipalities in the SORTPO region to access transportation planning funds that will support the Region’s Transportation Planning Program. The SORTPO Technical Committee at their March 8, 2023 meeting recommended the Policy Board approve the submitted applications.

| Municipality | Project | SPR Grant (80%) | Municipality Local Match (20%) | Total Project Cost |
|---------------------|--|------------------------|---------------------------------------|---------------------------|
| Altus | Master Plan City Wide Multipurpose Trail and Sidewalk System | \$25,000 | \$6,250 | \$31,250 |
| Elgin | Active Living, Bicycle, Pedestrian Sidewalk Plan | \$24,000 | \$6,000 | \$30,000 |
| Gracemont | Street & Alley Survey Plan | \$8,000 | \$2,000 | \$10,000 |

Attachment: Submitted grant applications.



**SOUTHWEST OKLAHOMA
REGIONAL TRANSPORTATION
PLANNING ORGANIZATION**

**SORTPO TRANSPORTATION MINI PLANNING
GRANT APPLICATION**

**Federal Fiscal Year 2023
Deadline February 3, 2023**

SPR Funding Request (80%) \$ 25,000.00
Local Match (20%) \$ 6,250.00
Total Project Cost \$ 31,250.00
Date Submitted 2-24-2023

| | | | |
|-----------------------|--|--------|---------------------|
| Municipality | <u>City of Altus</u> | County | <u>Jackson</u> |
| Point of Contact Name | <u>Gary Jones or Terry Mosley</u> | | |
| Title | <u>City Manager + Asst. City Manager</u> | | |
| Address | <u>509 S. Main</u> | | |
| Phone (office) | <u>580.481.2202</u> | Cell | <u>580.512.0903</u> |
| Email | <u>GJones@altusok.gov, tmosley@altusok.gov</u> | | |

Information and Documents to be submitted

- Description of proposed project including Engineer's or Planning Consultant's Scope of Work and Cost Estimate.
- Engineering/Planning contact information: name, address, phone number and email address.
- Copy of the signed contract with Engineering firm/individual or provide documentation that the Engineer/firm is on Oklahoma Department of Transportation (ODOT), or Office of Management Enterprises (OMES) approved contractor's list.
- Beginning/Completion Dates and Milestone Dates
- Does the contract include transportation planning studies/transportation planning activities? Yes No
- Funding commitment letter/council resolution. Grantee will be responsible for a 20% cash match for their project.
- Letter of support from the ODOT District Engineer.
- Other letters of support.

NOTE: The maximum SPR funds that can be applied for in this application is \$25,000.

SORTPO TRANSPORTATION MINI PLANNING GRANT

City of Altus, Altus Oklahoma

PROJECT DESCRIPTION: The planning grant would fund the development of a Comprehensive Sidewalk and Multi-purpose Trail System Master Plan.

SCOPE OF THE PROJECT: At a minimum the Master Plan will include the following.

1. Existing conditions evaluation and analysis.

This phase will identify existing sidewalk and trail infrastructure and provide an evaluation of its current condition, as well as assessing its value and significance to an overall citywide plan. This will assist in determining priorities for repair or replacement.

2. Development of the Master Plan.

This phase will identify possible trail routes and alignments along with proposed trail amenities and features and estimated costs.

3. Develop a set of design standards and guidelines for construction.

BEGINNING/COMPLETION DATES: If funded the project could begin as soon as the architect could get organized and mobilized. Projected completion date would be one year from the start date.

GRANT REQUEST: \$25,000.00



City of

A PROUD HERITAGE
A PROMISING FUTURE TO SHARE!

ALTUS

Altus, OKLAHOMA 73521 - (580) 477-1950

MAYOR
ROBERT GARRISON

CITY MANAGER
GARY JONES

COUNCIL

John Womack
Matt Rester
Doyle Jencks
Patricia Blackman
Roberta Brady-Lee
Terrence Filer
Ronald Osterhout
Brodie Butchee

February 17, 2023

Southwest Oklahoma Regional Transportation Planning Organization

Dear Administration:

The City of Altus has budgeted adequate cash to fund the 20% cash match required for the SORTPO Transportation Mini Planning Grant.

Respectfully,


Gary Jones, City Manager

CONSULTING PROPOSAL

LANDSCAPE ARCHITECTURE SERVICES

Phone: (405) 309-7373

Email: kayla@copelanddesigncollective.com

Address: 718 W Sheridan Avenue
Oklahoma City, OK 73102



Consulting Proposal

02/23/2023

City of Altus
509 S. Main Street
Altus, OK 73521

Re: Altus Trails & Sidewalk Master Plan
Altus, OK

Statement of the Situation: The City of Altus is seeking landscape architectural services to assist with the master planning of a city-wide multipurpose trail and sidewalks system.

Project Approach: Copeland Design Collective, PLLC (Copeland Design Collective), Landscape Architectural Consultants, will provide landscape architectural consultancy.

SERVICES TO INCLUDE:

1. Existing Conditions Phase

In order to identify the physical attributes and limitations of the site relative to the Program, the Landscape Architect shall:

1. Identify existing conditions and features such as current sidewalks, trails, and community development relevant to the Client's Program
2. Review existing environmental features, developments/properties, transportation networks, and utility corridors that are identified as opportunities and constraints for the Trails Master Plan
3. Review existing demographics, incomes by area, health studies, etc for the City of Altus
4. Review of Current Trends with Cities similar in population and size to Altus
5. Review existing Trail Master Plan and documents showing future sidewalk (Plans to be provided by City of Altus to CDC) (AutoCAD and GIS files desired, PDF format accepted)
6. Model existing system for graphical review and master planning base file
7. Submitted findings in the form of the following deliverables to the Client:
 - Summary and Plan (via e-mail)

2. Visioning

Following the Existing Conditions findings, the Landscape Architect shall explore community visioning and goals through the following:

1. Host stakeholder workshop with stakeholders to explore the following topics:
 - a. Connecting both new and underserved neighborhoods to the trails
 - b. Adding sidewalks to the unconnected and partially connected routes
 - c. Emphasizing user experience, amenities, and accessibility (ADA)
 - d. Completing loops that offer choices to users and together provide an interconnected web or network

- e. Providing a balanced mix of exciting new connections but also maintaining existing pathways
2. Take stakeholder findings and host Open House to gather public vision:
 - a. Confirm goals through public input
 - b. Gather additional data on opportunities and constraints
 - c. Confirm public trail branding and style desired
 - d. Discover focus areas for deeper analysis in Master Plan
3. Submitted findings in the form of the following deliverables to the Client:
 - Summary and Plan (via e-mail)

3. Trails Master Plan Phase

Based on the Existing Conditions findings, the Landscape Architect shall explore design options and develop a Trails Master Plan through the following:

1. Prepare drawings and relationship drawings of elements, taking into consideration the existing site features and the requirements of the program elements
2. Prepare Trail Master Plan concept and revisions (up to two alternations per concept shall be provided under the basic Scope of Services for this Agreement)
3. Based on the preferred trail layout concepts, prepare a final Trails Master Plan illustrating the alignments and trail types
4. Master Plan Focus Areas - i.e. Downtown, Schools, or Public Properties
5. Prepare an opinion of probable construction cost for the proposed improvements, including a recommended contingency - cost are to be prepared in a shopping list format showing high level cost coverage
6. Submit the Plan, cost opinion, and other deliverables as appropriate, comprising the Trails Master Plan submittal to the Client for review and approval

4. Trails Design Standard Phase

Based on the Trails Master Plan phase, the Landscape Architect shall develop a Trails Design Standard through the following:

1. Define trail guidelines for construction
2. Prepare key features and potential amenities standards
3. Develop wayfinding and trail signage for city-wide system
4. Prepare final Trails Design Standard package and digitally submit for Client review and approval



Consulting Proposal



Fee Proposal:

Copeland Design Collective will provide consulting services for a lump sum fee as outlined below. These fees are plus approved expenses, including transportation, room, board, sample purchases, and other out-of-pocket expenses necessary to perform the consultancy. The consultant fees will be documented by work description, dates, and hours.

We reserve the right to increase our fee if there are any unforeseen scope changes that may impact the time estimated to perform the consultancy. Any increase shall be mutually agreed to by both parties.

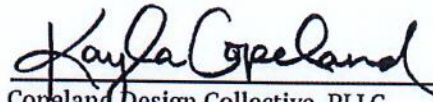
| | |
|-------------------------------|-------------|
| Existing Conditions Phase: | \$10,000.00 |
| Visioning Phase: | \$4,250.00 |
| Trails Master Plan Phase: | \$14,000.00 |
| Trails Design Standard Phase: | \$3,000.00 |

Copeland Design Collective's Hourly Rate for Additional Services: \$100.00

Terms will be Payment Due as Billed.

If this is acceptable, please sign and return for Copeland Design Collective, PLLC permanent records. Thank you for the opportunity.

City of Altus Representative



Copeland Design Collective, PLLC
Consultant
Kayla Copeland, PLA

02/23/2023

Date

JJ Francais, Mayor
8183 OK 17
Elgin, OK 73538
(580)492-5777 Office
(580)678-9450 Cell



Julie Sanders, Director of Transportation
South Western Oklahoma Development Authority
Southwest Oklahoma Regional Transportation Planning Organization
420 Sooner DR.
Burns Flat, OK 73624

Dear Ms. Sanders,

I am writing in support of the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) Mini Planning Grant for the City of Elgin.

The total grant amount of \$30,000 (grant request of \$24,000) requires a 20% local match of \$6,000 and as Mayor of the City of Elgin, I am authorized to commit the amount to ensure this project meets the local match requirement. This letter serves as the city's commitment to ensure if this project is funded, we are committed to meeting the planning grant requirements. Additionally, I authorize the contracted engineering firm, Garver, and their associates to submit this grant application on behalf of the City of Elgin.

Thank you for your consideration to help plan and improve safety in the City of Elgin.

Sincerely,

A handwritten signature in black ink, appearing to be "JJ Francais", is written over a printed name.

Mayor JJ Francais

From: JJ Francais <mayorfrancais@gmail.com>
Sent: Tuesday, February 21, 2023 7:16 PM
To: Covington Graham, Adrienne M.
Cc: JJ Francais; Haydock, Joseph C.
Subject: Re: Matching Funds amount

Yes we can

Sent from my iPhone

On Feb 21, 2023, at 3:15 PM, Covington Graham, Adrienne M.
<AMCGraham@garverusa.com> wrote:

Hello, Mayor.

The 20% matching funds for the SORTPO Grant is based on the total grant request, bringing the City of Elgin's amount to \$6,000 and the grant request to \$24,000. I need to confirm that the City can dedicate the \$6,000 in writing and will resubmit the request. I tried calling your cell from the 501 area code number listed below in my signature. Please call me as soon as possible.

Thank you.



Adrienne Covington Graham
Grant Writer and Funding Support Specialist
Government Relations Team

501-255-3632



February 1, 2023

City of Elgin
Attn.: Mayor JJ Francois
8183 OK-17
Elgin, OK 73538

RE: City of Elgin, Oklahoma – SORTPO 2023 Transportation Planning Mini Grant

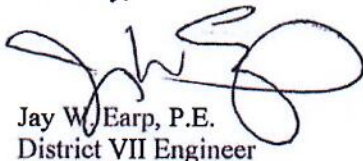
Mayor Francois:

On behalf of the Oklahoma Department of Transportation District VII, I am writing to voice our District's support for Elgin's citywide sidewalk planning project. We understand the planning project will look at a very high level the needs for safer means of active transportation in and around the community. The planning project will include activities such as but not limited to collection of field data, identification of travel barriers in low-income areas, pedestrian corridor (school routes) studies, and development of an active living/bicycle/pedestrian/sidewalk plan.

District VII recognizes the significance of rural transportation projects including projects such as sidewalks; which increase the opportunities of individuals to walk safely in their community and strengthens the community's commitment to encouraging a relationship between transportation and healthy and active communities.

Please feel free to forward this support letter to the selection committees and please feel free to call should you have questions or if you require additional information.

Sincerely,



Jay W. Earp, P.E.
District VII Engineer



750 SW 24th St.
Ste. 200
Moore, OK 73160

TEL 405.329.2555
FAX 405.329.3555

www.GarverUSA.com

City of Elgin
Attn: Mayor JJ Francois
P.O. Box 310
Elgin, OK 73538

Re: Southwest Oklahoma Regional Transportation Planning Organization Grant application project description and scope & fee

Dear. Mayor Francois,

The City of Elgin (City) has tasked Garver with assisting with applying for grant funding for a planning study to review the community's needs for safer means of active transportation in and around the community. The planning study will consist of desktop surveys, collection of field data to identify travel barriers in low-income areas, community wide pedestrian connectivity to include but not limited to walkable school routes, development of a community wide trails system, designated bicycle routes and pedestrian sidewalk plan for the City. The purpose of the plan is to develop an active and alternative transportation system for the entire community that can be prioritized and be implemented as funding becomes available.

This study will take approximately one hundred and twenty (120) days to complete including public input and city review time. The study will consist of the following tasks and deliverables:

- Conduct a city-wide desktop survey of existing transportation infrastructure (sidewalks, trails, bike lanes, etc.) then collect necessary field data to support the desktop research. A map of the study area is provided in attached Exhibit A.
- Identification of low income areas using data provided by the City and the most current US Census data.
- Assessment of current travel barriers for pedestrians within the study area.
- Development of an active living, bicycle, pedestrian, and sidewalk plan (Plan). Assessment will be made on the current connectivity, convenience, signage, traffic signaling, and regulatory compliance of current non-vehicular traffic routes in the community. Up to five (5) projects will be identified and prioritized for improving non-vehicular traffic in the community. Criteria for selecting projects will primarily be safety, cost, and code compliance; however, the City has identified improvements to school-related foot traffic as a priority for the community, and preference will be provided to projects that address this community need.
- Submittal of digital copy of draft Plan to City for review and comment
- Conduct at least one (1) public meeting to outline the plan to the community.
- Incorporation of city and public comments into the final Plan
- Submittal of five (5) hard copies of final Plan to City
- Presentation of the final Plan to City Council at a regular meeting.

The estimated fee for the above listed services is \$30,000.

Mayor JJ Francois
January 31, 2023
Page 2 of 2

We look forward to working with the City of Elgin on this opportunity. So please feel free to call me if you have any questions.

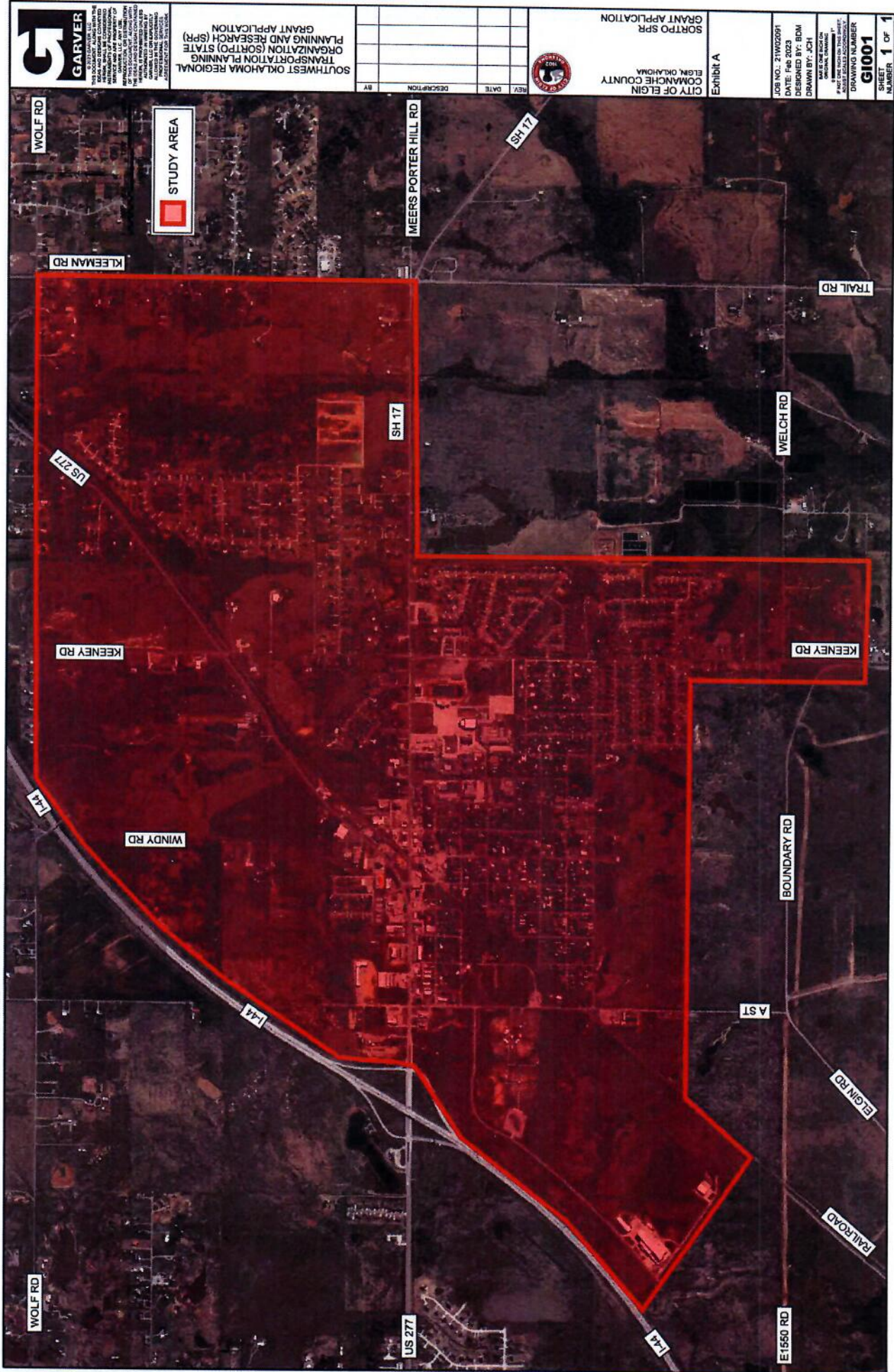
Sincerely,

GARVER



J. Bret Cabiness, P.E.
Transportation Team Leader

Attachments: Exhibit A – Study Area Map



GARVER
 PROFESSIONAL ARCHITECTS AND PLANNERS
 1000 WEST 10TH AVENUE, SUITE 1000
 DENVER, COLORADO 80202
 PHONE: 303.733.8800
 FAX: 303.733.8801
 WWW.GARVER.COM

SOUTHWEST OKLAHOMA REGIONAL
 TRANSPORTATION PLANNING
 ORGANIZATION (SORTPO) STATE
 PLANNING AND RESEARCH (SPR)
 GRANT APPLICATION

| REV. | DATE | DESCRIPTION | BY |
|------|------|-------------|----|
| | | | |
| | | | |
| | | | |



CITY OF ELGIN
 COMANCHE COUNTY
 OKLAHOMA

Exhibit A
 SORTPO SPR
 GRANT APPLICATION

JOB NO. 21W02081
 DATE: FEB 2023
 DESIGNED BY: BDM
 DRAWN BY: JCH

MADE FOR THE CITY OF ELGIN
 PART OF THE SORTPO STATE PLANNING AND RESEARCH (SPR) ORIGINAL DRAWING
 DRAWING NUMBER
C1001
 SHEET NUMBER **1** OF **1**

FILE: L:\2023\19102081 - Elgin-Okla Services Work Order\10-Map\GIS\2023\19102081_SORTPO_C1001.dwg PLOT DATE: 1/12/2023 2:27 PM PLOT BY: JCH

Julie Sanders, Director of Transportation
South Western Oklahoma Development Authority
Southwest Oklahoma Regional Transportation Planning Organization
420 Sooner DR.
Burns Flat, OK 73624

Dear Ms. Sanders,

On behalf of Kolker Insurance, LLC , I am writing in support of the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) Mini Planning Grant for the City of Elgin. The planning grant will support an inclusive community wide effort to improve safe means of active transportation throughout the community.

As a small business owner in the City of Elgin and a member of the Elgin Economic Development Authority, we want to ensure the safety of our students walking or riding their bikes to school, provide reliable active transportation methods for visitors, and promote an inclusive community transportation system. These efforts will support the growth of our rural community and help provide a connection between transportation and healthy, active communities.

Please feel free to forward this letter of support to the selection committee and do not hesitate to reach out if you have additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read "David Kolker", with a long horizontal flourish extending to the right.

David Kolker



SORTPO TRANSPORTATION MINI PLANNING GRANT APPLICATION

**Federal Fiscal Year 2023
Deadline February 3, 2023**

SPR Funding Request (80%) \$8,000
Local Match (20%) 2,000
Total Project Cost 10,000
Date Submitted 2/24/23

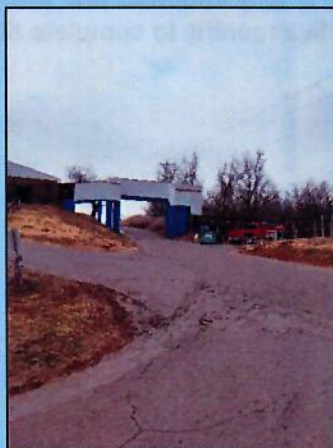
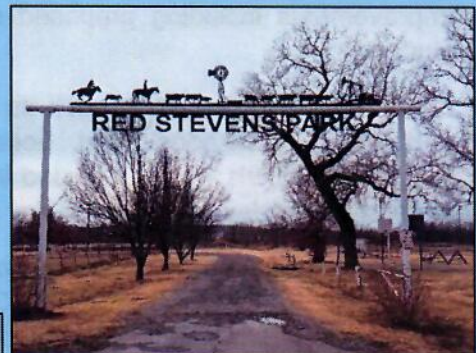
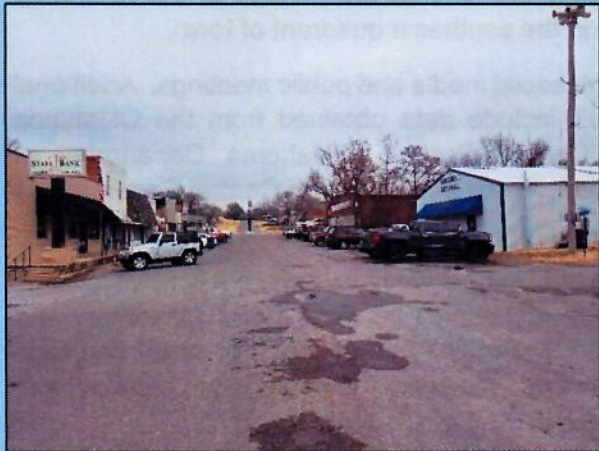
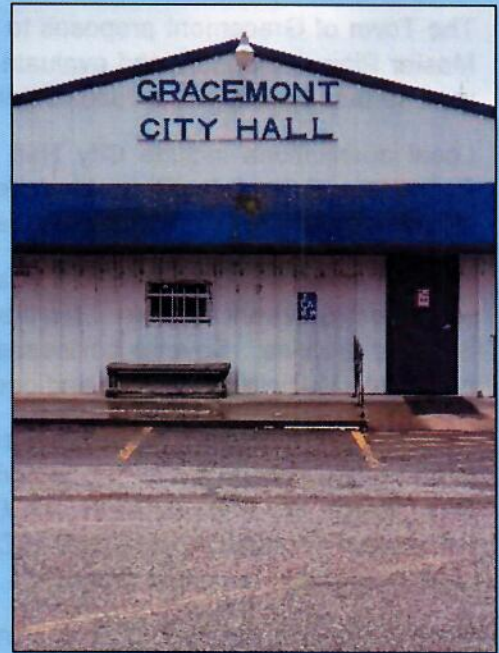
| | | | |
|-----------------------|---|--------|--------------|
| Municipality | <u>Gracemont</u> | County | <u>Caddo</u> |
| Point of Contact Name | <u>Tom Kennedy</u> | | |
| Title | <u>Mayor</u> | | |
| Address | <u>100 W. Main St. Gracemont Ok 73042</u> | | |
| Phone (office) | | Cell | |
| Email | | | |

Information and Documents to be submitted

- Description of proposed project including Engineer's or Planning Consultant's Scope of Work and Cost Estimate.
- Engineering/Planning contact information: name, address, phone number and email address.
- Copy of the signed contract with Engineering firm/individual or provide documentation that the Engineer/firm is on Oklahoma Department of Transportation (ODOT), or Office of Management Enterprises (OMES) approved contractor's list.
- Beginning/Completion Dates and Milestone Dates
- Does the contract include transportation planning studies/transportation planning activities? Yes No
- Funding commitment letter/council resolution. Grantee will be responsible for a 20% cash match for their project.
- Letter of support from the ODOT District Engineer.
- Other letters of support.

NOTE: The maximum SPR funds that can be applied for in this application is \$25,000.

Town of Gracemont
Street and Alley Master Plan
Mini Planning Grant Application
February 2023



Town of Gracemont
Citywide Transportation Planning Project

The Town of Gracemont proposes to develop a citywide Streets and Alleys Master Plan. This Master Plan will identify and evaluate 1) transportation routes connecting local destinations, 2) road surface conditions, 3) roadside drainage improvement needs and 4) signage needs.

Local destinations include City Hall, the U.S. Post Office, Red Stevens Park, Primary and Secondary School facilities, churches, businesses and the residential areas. Connectivity between these points of interest will be evaluated.

Red Stevens Park, City Hall and a local bank in the downtown business district are located in the southwest quadrant of town. Northeast quadrant destinations include the Gracemont Public Schools facilities. Several businesses and at least one church are located in the northwest quadrant. Multiple residences and one church lie in the southeast quadrant of town.

Community involvement will be encouraged through social media and public meetings. Additional information used to aid in the planning effort will include data obtained from the Oklahoma Department of Transportation (ODOT), U.S. Census Bureau, Oklahoma Department of Commerce, Caddo County Board of Commissioners, Association of South Central Governments (ASCOG) and Local Tribal Officials.

Data will be collected to include existing surface types, surface widths, surface failures, roadside drainage systems and existing signage. All these factors will be placed in an inventory and tabulated. This data will be used to develop an understanding of the needs for street and alley improvements including proposed surface treatments, roadside drainage improvements and signage.

Local Planning information such as any Comprehensive Land Use Plan, Transportation Plans, and Zoning will be considered. Local ordinances and known traffic pattern information obtained from local officials will be included in the evaluation. Funding opportunities will be identified to understand the level of commitment available for future design and construction.

The planning efforts will be carried out by our Consultant, Chisholm Trail Consulting, LLC. The Consultant will ensure that SORTPO is fully informed and involved in the Planning Effort. This planning effort will take an estimated five months to complete at a cost of \$10,000.



CHISHOLM TRAIL CONSULTING, LLC

2124 Scott Lane
Duncan, Ok 73533
580-467-8130
rscottv11@gmail.com

Letter of Agreement to Provide Services

Mr. Tom Kennedy, Mayor
Town of Gracemont
PO Box 40
Gracemont, OK. 73042

February 25, 2023

RE: 2023 Street and Alley Master Plan

This letter is written to serve as an agreement between the Town of Gracemont (CLIENT) and Chisholm Trail Consulting, LLC (CTC) to provide professional services for the 2023 Street and Alley Master Plan, hereinafter called the PROJECT. Specifically, CTC proposes to perform the Scope of Services as outlined below, provided for your review and approval.

A. Description of PROJECT

1. PROJECT location – all public streets and alleys within the city limits of the Town of Gracemont, Caddo County, Oklahoma
2. Anticipated PROJECT Scope of work – Data collection, inventory, evaluation and recommendations regarding road surface conditions, roadside drainage and signage and improvement needs.

B. Scope of Services

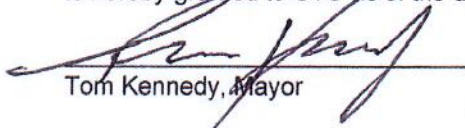
1. Provide Engineering Services to:
 - a. Perform all work in conformance to Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) requirements.
 - b. Collect data regarding existing surface types, roadside drainage and signage.
 - c. Tabulate existing condition data, including sign inventory.
 - d. Conduct one public input solicitation meeting. Provide documents for solicitation of public input by Town Staff via Facebook and/or other means as approved by CLIENT. Attend at least one Town Board meeting to review PROJECT.
 - e. Provide recommendations for priorities of improvements, including surface treatments, drainage improvements, signage and cost estimates.
 - f. Develop and provide a report of said data collection, public input and recommendations. Deliver said report to CLIENT by September 30, 2023.
2. Provide ten (10) hard copies and one portable data format (pdf) copy of said report to CLIENT at no additional charge.

C. Payment Provisions

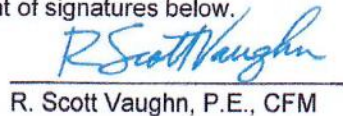
CTC proposes to perform the Scope of Services described above on the basis of a Not-to-Exceed amount of \$10,000.00, which shall be due and payable in monthly increments based on time expended at CTC hourly rates, attached.

This letter and the "Standard Conditions" attached hereto comprise the entire agreement between the CLIENT and CTC. The agreement may be altered only by Supplemental Agreement.

The parties hereby mutually agree to the terms of this Letter of Agreement, and Authorization to Proceed is hereby granted to CTC as of the date of the placement of signatures below.


Tom Kennedy, Mayor

2/27/23
Date


R. Scott Vaughn, P.E., CFM

2/25/2023
Date



March 1, 2023

SWODA

Attn: Julie Sanders, Director of Transportation
420 Sooner Dr.
Burns Flat, OK 73624

RE: Town of Gracemont, SPR Grant

Dear Ms. Sanders:

On behalf of the Oklahoma Department of Transportation District VII, I am writing to voice our District's support of the proposed SPR Grant for the Town of Gracemont.

Should you require any additional information, do not hesitate to contact us at 580-255-7586.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay W. Earp".

Jay W. Earp, P.E.
District VII Engineer

RE: Town of Gracemont SPR Grant

As a citizen of Gracemont , I am writing to show my support for the Gracemont SPR Grant application and the development of a master plan to revive the streets.

Rural transportation is of high importance in this area and the projects that would take place thanks to this grant would increase access to safer walking, biking, and running trails along the roads as well as safer driving roads. As someone who currently does all of these activities, I can say that I struggle to run or walk safely as there aren't many sidewalks and the roads are narrow and full of potholes and just general wear and tear over the years. I appreciate all the work the city of Gracemont has done recently and continue to do to make a safer community. I ask that you send your support to take part in this movement for safer communities starting by helping to fund the master plan for their streets.

Thank you for your consideration and I hope this letter will make a difference in your decision to support or deny Gracemont funding. My email is available if any more information is needed from me.

Kaitlyn Reynolds

Kaitlyn Reynolds

Kreynolds362@gmail.com

SORTPO TRANSPORTATION POLICY BOARD
AGENDA ITEM COMMENTARY
March 23, 2023

Agenda Title: Discuss and consider approving the Regional Transportation Plan Request for Proposal (RFP).

Background: In August 2022, SWODA was awarded a \$1.5 million FFY 2022 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant to develop a regional transportation plan. Development of the Southwest Oklahoma Regional Multi Modal Transportation Plan will result in collection/development of regional data to assist in the prioritization of projects that support the integration of non-motorized and motorized transportation and transit better integrating the region which will increase quality of life for rural residents and strengthen the economy.

A consultant will be hired for this project and charged with the following tasks.

- Assessing available data, collecting, or acquiring data, review existing plans/reports and coordinate with local/regional/state agencies to coordinate projects and reduce duplicity.
- Development of a GIS map with multiple layers.
- Identify, evaluate, and provide recommendations on innovate technology opportunities that will increase connectivity, reduce collisions/insures and increase efficiency of the transportation network.
- Conduct **extensive** public meetings through the region, coordinate with SORTPO website host to create opportunities for surveys, questions, updates, and information, identify and meet with stakeholders, review existing plans/reports.
- Develop complete streets policy template based upon population size, prepare design illustrations to illustrate complete streets in rural areas, develop recommendations for improvements for efficient movement of freight, transit, and non-motorized public.
- Create the final plan.

Upon receipt and execution of the Grant Agreement from USDOT/Federal Highway Administration, SORTPO will begin the advertisement of the attached RFP. I anticipate the advertisement and review of proposals/interviews will take approximately 90 calendar days.

The attached Request for Proposal was distributed for review to staff, ODOT RTPO branch, and the Regional Plan Advisory Committee. The SORTPO Technical Committee at their March 8, 2023 meeting recommended the RFP be approved with the following changes:

1. Page 26 – the shaded areas for Grant Number and RFP deadline will be completed upon receipt of the RAISE Grant Agreement and prior to the RFP being distributed
2. Page 35 Number of in person meetings 1 per county. (minimum).
3. Page 37 – Provide monthly updates.

Attachment: Regional Transportation Plan Consulting Request for Proposal.

Recommended Action: Approve the Regional Transportation Plan Request for Proposal (RFP).

REQUEST FOR PROPOSALS (RFP)
to
Develop a Regional Long Range Transportation Plan
for the Southwest Oklahoma Regional Transportation Planning Organization

Funding: Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant #XXXXXXX, \$1,500,000.

South Western Oklahoma Development Authority (SWODA), Burns Flat, Oklahoma is seeking proposals from qualified firms for professional services to prepare a Regional Transportation Plan for the 16 counties located in the Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) area. Responses are solicited in accordance with the terms, conditions and instructions set for in this Request for Proposal (RFP). Responses to this RFP must be received by the SORTPO Director of Transportation by 5:00 pm CDT on XXXXX (no exceptions). Responses received after this time and date will not be accepted. Responses shall be addressed and marked as:

Attn:
Julie Sanders, Transportation Director
RFP 22-01
SWODA
420 Sooner Dr./PO Box 569
Burns Flat, Ok 73624

Any correspondence, questions, or request for copies of the RFP should be directed to Julie Sanders, 580-562-5010 or email at julie@swoda.org.



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Section 1. Background and Overview

Background - South Western Oklahoma Development Authority (SWODA) is soliciting proposals from qualified firms to develop the Southwest Oklahoma Regional Transportation Plan (RTP) for the Oklahoma Regional Transportation Planning Organization (SORTPO). In August 2022, SWODA was awarded a \$1.5 million Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant for the purpose of developing the RTP.

SORTPO serves as the regional planning organization for southwest Oklahoma. The Region encompasses 14,180 square miles (Map 1.1). The SORTPO region is comprised of sixteen (16) counties, one hundred-twenty (120) cities and towns and nineteen (19) conservation districts. Total population for the SORTPO region according to the 2020 U.S. Census Bureau was 411,859.

The regional transportation planning process provides for the identification and consideration of strategies, projects and policies that meet the regional transportation needs. This process includes asking the following questions:

1. Where are we now? – Current conditions, issues.
2. Where do we want to go? - Goals and objectives.
3. How are we going to get there? – Development of policies and procedures to prioritize projects.
4. Who will implement the LRTP? – Implementation matrix.

Much of the region is comprised of large tracts of farming and agriculture lands. There are multiple areas that contain urbanized areas that feature regional medical facilities, universities, military installations, and governmental offices. Population growth and shifts for the SORTPO region are dependent on many factors depending on a county. Each county in the region although a separate entity is interconnected through commerce, employment, health services, education, and transportation.

As the region continues to expand and further develop, proper planning is a critical factor in facilitating mobility for people and goods movement within and through the area. Businesses and industry must be able to locate in areas that provide uninterrupted planning, opportunities for delivering and receiving goods, and viable ways in which to access a trained, educated workforce. Without sufficient mobility and accessibility, the SORTPO Region cannot sustain the forecast demand of economic growth; businesses and manufacturers will be unable to move supplies and employees in and goods out.

The project will be developed in accordance with The Infrastructure Investment and Jobs Act (IIJA) continues the Fixing America's Surface Transportation (FAST) Act, the Federal Planning Emphasis Areas and the 10 National Planning factors. The Regional LRTP: Southwest Oklahoma Moving People and Goods will have a 20-year planning horizon.

Overview

This project will build off past planning efforts and involve the development of a Regional Transportation Plan focusing on the following:

- ✓ Mobility- Developing a framework for community mobility through safe, accessible multi-modal options; creating a balanced transportation system.
- ✓ Transportation Equity- Encouraging transportation choices and access across modes and demographics in all transportation decisions.
- ✓ Technology and Connectivity- Identifying and planning for emerging technologies or potential social changes, such as autonomous vehicles, smart grids, intelligent transportation technology, alternative fuel corridors and vehicles, increasing automation, and envisioning how technology can enable better connectivity and interaction with local government and support various community priorities.
- ✓ Safety – Reducing collisions and creating a safe environment for all users.
- ✓ Public Engagement- Implementing an innovative and inclusive public outreach and engagement strategy will be crucial.
- ✓ Strategic Implementation- Development of implementation criteria across all areas of the region’s multi-modal transportation system including short-term, mid-term and long-term needs with phasing and funding – while addressing gaps and eliminating overlaps.

Section 2. SCOPE OF WORK

SWODA intends to hire a qualified firm to prepare the Regional Transportation Plan: Southwest Oklahoma Moving People and Goods with a FFY 2022 RAISE grant. The successful responder must demonstrate a strong knowledge of federal, state, and regional transportation planning requirements, innovative public engagement techniques, data development and collection abilities representative of the region and economic development planning capabilities for the preparation of a comprehensive and strategic RTP.

The consulting firm is encouraged to provide as much information as possible for each Task listed in their proposal. The consulting firm will be responsible for managing the project and ensuring project milestones are met. At a minimum, the proposal should address:

- ✓ Project management
- ✓ Kick-off Meeting with all team leaders and key personnel
- ✓ Meetings with SORTPO Project Committee
- ✓ Project schedule for each Task
 - Data Development
 - Public Engagement
 - Quality Control and Quality Assurance
 - Project Status Meetings

Task 1: Project Kickoff, Work Plan Finalization and Project Management

This task will include time for the consultant project manager to conduct internal/external coordination calls/meetings, develop project management and communications plans and perform administrative functions such as QA/QC, invoicing, and monitoring sub consultant work. It is anticipated that the submitted proposals and qualifications may not clearly establish all related tasks and respective responsible parties. SORTPO staff will meet with the selected proposer to revise or amend as necessary the final scope of work, and more precisely define work tasks, responsibilities of parties, deliverable dates including a consultant-led project kick-off meeting with the Advisory Committee, SORTPO Technical Committee and SORTPO Transportation Policy Board in attendance, project schedule requirements and final project cost.

The consultant will conduct monthly project status meetings with the Director of Transportation and other key staff and consultant team via conference calls and in person meetings. The project manager and other key team members also will meet with the SORTPO Technical Committee, SORTPO Policy Board and SORTPO Regional Plan Advisory Committee to provide updates on the LRTP tasks and solicit input.

At a minimum, the following elements shall be included:

- ✓ Refined scope of work with detailed tasks and objectives.
- ✓ Detailed schedule identifying key milestones and deliverables.
- ✓ Public involvement plan, which includes a defined strategy to coordinate with other efforts that are underway in the region, engagement of hard-to-reach population segments, blend of digital and in person presentations, such as story maps, website update with RTP portal, social media, and other public involvement that is specific to southwest Oklahoma.
- ✓ Staffing plan which identifies consultant staff roles.
- ✓ Review membership and role of planning advisory, SORTPO Technical Committee and SORTPO Policy Board.

Deliverable 1

- ✓ Final Contract.
- ✓ Work Plan.
- ✓ Budget.
- ✓ Schedule.
- ✓ Public Involvement Plan.
- ✓ Meeting Agendas and notes.
- ✓ Monthly invoices.

Task 2: Conditions, Data Inventory & Collection

This task will provide a comprehensive understanding of the Region's conditions and trends. SORTPO desires to understand the region's freight activity, active living, clean energy/resilience, public transportation, safety, and economic development, sufficiently to identify the region's strengths and weaknesses allowing improved connectivity for all, identification of barriers that impede development and access to services and better infrastructure investment. With an understanding of that purpose, successful proposers shall identify data sources and activities that satisfy this task. Several efforts will help develop this understanding including:

- ✓ Review and analysis of existing plans and policies: <https://sortpo.org/transportation/country-long-range-plans-lrtp/>
- ✓ ACOG Transportation Plan <https://www.acogok.org/transportation-planning/encompass-2045-plan/>
- ✓ <https://www.oklongrangeplan.org/>
- ✓ [SORTPO Active Living Map](#)
- ✓ <https://oklahoma.gov/odot/programs-and-projects/transit-programs/oklahoma-public-transit-policy-plan.html>
- ✓ <https://okstatefreight/>
- ✓ <https://www.okatp.org/>
- ✓ Comprehensive Economic Development Strategies (CEDS) ASCOG and SWODA Joint Land Use Study (JLUS) – Altus Air Force and Fort Sill.
- ✓ Lawton MPO - <http://www.lawtonmpo.org/publication-resources/>

The product of these analyses will provide the basis for the rest of the planning effort by creating a snapshot of the region in 2023. A preliminary list of data that will need to be collected are identified in the table on the following page.

| | |
|--|---|
| Development or acquisition of data specific to the region such as freight movement, active living, safety, resilience and assignment by Traffic Analysis Zones (TAZ). Demographics (2020). | <ul style="list-style-type: none"> • Household size • Number of vehicles per household • Mode share • Household Income • Race, Age, Gender, geographic distribution • Travel time • Education attainment • Workers by industry |
| Land Use by TAZ. | <ul style="list-style-type: none"> • Percent of undeveloped land • Community facilities (parks, natural areas, recreation centers, etc.) • Major employers/freight facilities • Growth areas |
| Transportation System by TAZ. | <ul style="list-style-type: none"> • Traffic counts- pedestrians, bikes, vehicles • Transit Ridership • Barriers • Intermodal facilities • Resilience • Safety – Collision data, number of licensed drivers, registered vehicles by type |
| Economy by TAZ. | <ul style="list-style-type: none"> • Housing Mix • Development activities/locations • Job/Housing Balance |
| Infrastructure by TAZ. | <ul style="list-style-type: none"> • Existing bike facilities • Existing trails • Existing roadway network • Existing transit facilities • Existing Pavement Quality Index ratings • Existing sidewalks • Current transit service (headways, riders per revenue hour, high ridership routes/stops) |
| Environment | <ul style="list-style-type: none"> • Significant natural features • Floodplain • Areas of Ecological Significance (Wetlands) • Agricultural uses |

Deliverable 2

- ✓ Inventory of available data and identification of data gaps. Provide written reasoning for the data selection and detail any work that will need to be done to update or fill any gaps in the data.
- ✓ In coordination with SORTPO identify data sources that are to be used for this project, obtain the data for the project, and refine data (by TAZ) for the SORTPO region.
- ✓ Establish a data pool and standardize a portfolio of data and geo references.

Task 3 – Future Growth and Trends

To help develop the goals and strategies for the plan, the consultant will provide a comprehensive look at future conditions that can be anticipated. This task is closely related to Task 2 and is intended to understand projected conditions and needs for the SORTPO future over the next 20 years, assuming current trajectory of conditions and policies.

As in Task 2, SORTPO envisions the product of this analysis to support the planning effort. A preliminary set of projections data categories to be included are listed below. This data will be collected and displayed by TAZ.

| | |
|----------------|---|
| Population | <ul style="list-style-type: none"> • Population forecast. • Demographic projections (race, age, geographic) • Transit-specific market growth (students, low-income, zero-vehicle households, seniors, multi-family residents, etc.) • Health indicators (such as obesity rates, nutrition, mortality, access to care) |
| Land Use | <ul style="list-style-type: none"> • Future land use patterns • Future community facilities (parks, natural areas, recreation centers, etc.) |
| Transportation | <ul style="list-style-type: none"> • Freight movement • Railroad • Projected transit ridership • Projected mode share for bicycling and walking |
| Economy | <ul style="list-style-type: none"> • Incomes, distribution • Workforce • Economic development opportunities/impacts |
| Infrastructure | <ul style="list-style-type: none"> • Needed streets to support growth. • Needed transit network, service to support growth. • Needed railroad improvement to support growth. • Needed safety improvements. • Needed bicycle and pedestrian improvements. |

Deliverable 3

- ✓ Future conditions – trends
- ✓ Population and employment projection by region, county, and urban area by TAZ.
- ✓ Transportation needs by TAZ.
- ✓ Alternative fuel corridors and EV fueling build out.

Task 4 - Public & Stakeholder Engagement & Participation

Task 4 will include time for the Consultant team to interact with the public and modal stakeholders. The consulting firm will be responsible for developing an outreach and public engagement strategy, producing, and distributing outreach materials, conducting public meetings and stakeholder interviews, and meeting with an advisory committee. The consulting firm will be responsible for coordinating meetings with the Advisory Committee for the purpose of identifying challenges and opportunities and performance measures specific to southwest Oklahoma, identifying stakeholders, establishing goals and strategies, and receiving input on draft data/reports and maps. The outreach and public engagement will also include virtual engagement strategies.

The consultant will develop a minimum of five fact sheets during the RTP planning process. The fact sheets will be created in a way that converts complex findings regarding needs, resources, issues and trends into summaries, graphics and data visualizations that can be easily understood by targeted audiences. To be cost effective, the fact sheets will be designed so they can be easily repurposed and posted to SORTPO's website and Facebook.

Deliverable 4

- ✓ Public Involvement Plan.
- ✓ Identify and facilitate meetings with stakeholders and residents.
- ✓ Material and results from Stakeholder interviews.
- ✓ Material and results from public engagement surveys.
- ✓ Recommendation, coordination, and support of website update.
- ✓ Chapter to address public and stakeholder outreach.
- ✓ A minimum of 4 in person public meetings in ASCOG Region and a minimum of 4 in person public meetings in SWODA region.
- ✓ With SORTPO staff assistance, set up project coordination meetings with the Advisory Committee that will guide the development of the RTP.
- ✓ Schedule, facilitate, and sponsor two Walkability Facilitator Trainings (one in Duncan and one Altus or Weatherford). The Facilitator for these trainings will be cross disciplinarian expert in transportation engineering, public health and landuse. The selection of the Facilitator will be in coordination with the SORTPO Director of Transportation.
- ✓ Advertisement and educational materials for publication to be used for public participation purposes. Such materials include project fact sheet (describing the RTP plan and process to develop plan), social media resources, postcards, etc.
- ✓ Develop a stakeholder contact list by mode of transportation.

Task 5 RTP Development

Compilation and analysis of demographic and socio-economic data, employment, commute patterns, transit ridership, collisions, traffic safety and operation issues/concerns for non-motorized and motorized, socio demographic analysis related to current need, demand and potential for walking and biking, inventory and assessment of existing and available freight data, impacts of ecommerce on freight infrastructure, and consideration of movement of agriculture and military freight.

Deliverable 5

- ✓ Prepare ARC GIS maps for design and analysis work and use by communities in southwest Oklahoma.
- ✓ Identify existing conditions, challenges, opportunities, and issues.
- ✓ Prepare projected future conditions and needs for employment, population, environmental, road, safety, transit, active living and healthy communities' transportation needs.
- ✓ Prepare plan chapters in a manner that the content can be utilized a standalone document.
- ✓ Safety - this Chapter will be utilized to meet the planning requirements for Safe Streets and Roads for All grant program requirements and will need to include a Safety Audit.
- ✓ Building Resilience – this Chapter will identify strategies to anticipate, prepare for and mitigate hazards that can put the transportation network at risk of disruption and deterioration.
- ✓ Freight – Collection of freight data for the region to identify needs and forecast of freight movements. Identify freight trends and needs, inventory of bottlenecks and safety concerns, regional road freight routes, and projects that will enhance and meet the projected freight movement needs, multimodal critical rural freight facilities and corridors, innovative technologies and operational strategies that improve the safety and efficiency of freight movement, description of improvements that may be required to reduce or impeded deterioration caused by heavy vehicles, impact of Ecommerce on freight infrastructure in the region, considerations of military freight, impacts of freight movement on local air pollution, flooding/stormwater runoff and wildlife habitat loss.
- ✓ Economic Development – Examine the Comprehensive Economic Development Strategies and state policies to strengthen the relationship between transportation and economic development needs of the region.
- ✓ Active Living – Utilizing the Active Living map identify future linkages to connect towns/cities/parks/work and education sites. Identify opportunities to enhance the role of active/healthy living and its impact on the region.
- ✓ Public Transportation – Examine the current transportation /mobility needs for transit dependent population and identify strategies to increase opportunities for linking the public with transit trips.
- ✓ Equity - Consultant will address how the Plan was developed through engagement with rural, underserved, and disadvantaged communities and stakeholders and how the Plan reflects that engagement.

Deliverable 5 – continued

- ✓ Compilation and analysis of demographic and socioeconomic data, employment, commute patterns, transit ridership, collisions, traffic safety and operation issues/concerns for non-motorized and motorized, socio-demographic analysis related to current need, demand, and potential for walking and biking, inventory, and assessment of e commerce on freight infrastructure, and consideration of movement of agriculture and military freight.
- ✓ Clean Energy/Technology - Ensure compliance with ODOT EV, Community charging grants, Corridor Charging.
- ✓ Prioritized list of projects and potential funding.
- ✓ Procedures to assist SORTPO in project evaluation and prioritization.
- ✓ Identification of technology and innovative programs/systems that enhance quality of life and reduce emissions.
- ✓ Identification of (challenges) environmental and socio-economic stressors that contribute to persistent environmental health disparities and opportunities to remediate.
- ✓ Interactive Active Living map on the SORTPO website.
- ✓ Draft Plan
- ✓ Final Plan. High resolution pdf.
- ✓ Executive Summary. High resolution PDF for a web base document.

Task 6 Administrative

Regular communication shall take place between the consulting firm's project manager and the SORTPO Director of Transportation. The consulting firm will be responsible to document all communications and deliver them to SORTPO. Meetings shall require meeting minutes to be prepared, whereas phone conversations shall simply require a follow-up email summarizing talking points and decisions made. These should be provided to SORTPO Transportation Director within three business days.

The consulting firm shall provide **written status updates monthly by the 10th** to SORTPO Transportation Director via email. The status updates should describe tasks completed in the past two weeks, including the status of DBE firm(s), upcoming tasks for the next four weeks, any delays that affect the schedule of the project, and any assistance that will be needed from SORTPO or other stakeholders in the coming weeks. The consultant is to produce a detailed work schedule, including the expected meeting dates, the task completion dates, and the bi-weekly conference call update schedule. The consultant will prepare and submit monthly invoices no later than the 5th of the month.

Section 3. PROPOSAL STRUCTURE

The proposal must address all elements of the scope of work as outlined within the section below. Any modifications or enhancements proposed beyond the identified scope of work outlined within this document must be clearly and concisely identified.

Plan Proposal Format

The proposal cannot exceed **20 pages** (either 20 single-sided pages or 10 double-sided pages) in length. The proposal title page is NOT counted within the 20-page limit. Please use 11-point font size or larger for readability. Any text beyond 20 pages will not be reviewed. Appendices are not allowed and will not be reviewed. Proposals should demonstrate that the responder fully understands the intent of the project, the required deliverables and the plan development process. In addition, the level of technical qualifications to supply the required services must be clearly demonstrated. To assist in the evaluation process, please include the following requirements in the proposal document:

Project Approach/Work Plan

Cover Letter (no more than one page and counts within 20-page limit). The letter must be signed in ink by an individual with authority to legally represent the proposer to the work proposed by the company or team.

This section should include a detailed description of the proposer's understanding of the intent of the project and its objectives, the character of the required deliverables, and overall approach to the project. The proposer should identify the level of assistance required from the SORTPO and/or Project Partners to complete each task.

A schedule (in Gantt chart form) showing all milestones, critical stakeholder meetings and deliverables to maintain project progress by the project end date.

Introduction to the Proposer(s)

Consulting firms shall provide the following information. (The same information must be provided for each sub-consultant or each member of a joint venture):

- ✓ Consulting firm name and business address, including telephone number and email contact.
- ✓ History of the consulting firm.
- ✓ Identify the state in which the consulting firm was organized or incorporated.
- ✓ Type of ownership, and name and location of parent company and subsidiaries, if any.
- ✓ A Table of Organization depicting the proposed project team.
- ✓ Number of full-time employees. Part-time employees or consultants routinely engaged by the consultant may be included, if clearly identified as such.

Any additional information you believe appropriate for the SWODA's use in determining your capabilities and qualifications to perform the type of work encompassed by that particular contract.

Qualifications and Experience of the Consulting Firm(s)

Please describe recent experience relevant to this project. Include brief project profiles as well as a key project reference with address, phone, and email contact information for each profile. Emphasis should be placed on projects managed by the key personnel proposed for this project. If the respondent anticipates the use of sub-consultants, the respondent shall identify:

- ✓ The role and extent to which these parties will participate in the project.
- ✓ The means by which the consultant will oversee the work of these parties.
- ✓ The experience and credentials of these parties relevant to this project.
- ✓ References: Please submit names, addresses, and phone numbers of at least two references familiar with the sub-consultant's ability, experience, and reliability in the performance and management of projects of a similar nature.

Qualifications and Experience of Key Staff

Identify key individuals to be assigned to this project and include the function and/or responsibility of each of the identified individuals. Experience summaries of these key individuals shall be provided, with emphasis on previous experience on similar projects in similar roles. Resumes of these key individuals may be included within the 20-page limit if desired.

NOTE: If any of the above requirements are not met, the responder's proposal may not be considered.

Submittal Instructions

Submit five (5) hard copies of the RFP response and one (1) digital copy that exactly matches the hard copies submitted. The digital copies should be saved as Adobe PDF files (reduced size) and e-mailed to julie@swoda.org by the proposal deadline date and time. Number all pages consecutively. Clearly indicate the following on the outside of each proposal submittal package:

Elements required in submission include:

- ✓ Signed Cover Letter that indicates review and acceptance of SWODA/SORTPO Standard Contract Agreement boilerplate or enumerates proposed changes thereto.
- ✓ Technical Proposal one hard copy and one electronic copy.
- ✓ Narrative that reflects the requirements of the Scope of Work.
- ✓ A detailed approach to completing the work program.
- ✓ List and description of deliverables.
- ✓ Any issues or problems with requirements of the Scope.
- ✓ Consulting firm Profile
- ✓ Description of the consulting firm's facilities, number of offices, employees in each office, any special equipment, and other factors (knowledge, skills, etc.) that may affect the delivery of the required services.
- ✓ Work History – List of similar work, including name and telephone number of the clients, and a full description of the services provided by the consulting firm.
- ✓ Organizational Chart of consulting firm(s) with brief description of their role in the project.

- ✓ Staffing Plan. A detailed description of the consulting firm key staff for this project and estimated hours required on the project, including:
 - ✓ Staff name
 - ✓ Company/organization
 - ✓ Job title
 - ✓ Person-hour requirements by task
- ✓ Resumes of key professional staff included in the Staffing Plan, organized by the consulting firm.
- ✓ Project Schedule – Indicating project milestones, deliverables, and key meetings using a Notice to Proceed as “Day 0.” Schedule should anticipate review time by other agencies and committees, but time allotments for work under the control of the consultant will be regarded as a commitment.
- ✓ Cost Proposal (one (1) hard copy and one (1) electronic copy in a sealed envelope, separate from the Technical Proposal.
- ✓ Total Costs of each task detailed in the scope of work.
- ✓ Breakdown of All Other Charges, such as fringe benefit, overhead, profit, etc., yielding a total project cost.

CONSULTANT SELECTION PROCESS

The evaluation process will involve review of each submitted proposal by deadline date and time by the project selection committee based on the criteria outlined below. A list of responders will be developed in order of preference based on proposal content and, if desired by the selection committee, a check of references may be performed. The proposal evaluation criteria, with corresponding weight factors, consist of the following:

Regional Transportation Plan Development Experience: 35 percent

Demonstrated experience in creating regional or state freight plans, working with diverse groups of stakeholders and ability to prepare user-friendly planning products (written reports and web-based reports).

Capability and Qualifications: 25 percent

Qualifications of the consultant firm and personnel (including any subcontractors) to be assigned to this project demonstrating the consultant’s capacity to complete requested services, their experience completing similar projects, including experience with data collection and analysis related to the scope of work elements.

Project Understanding and Method of Approach: 25 percent.

Demonstration of overall project understanding and clarity of the proposal and creativity/thoroughness in addressing the project objectives and deliverables outlined in the Request for Proposals (RFP).

Submittal Completeness: 10 percent

Completeness of submitted proposal with all elements required by the RFP and demonstrated effort to solicit/include Disadvantaged Business Enterprise (DBEs), Minority Business. A statement that identifies your consulting firm’s strategy in meeting the proposed goal of 3.0% of funding be awarded to businesses with an office in the SORTPO Region. A letter from ALL sub-consultants, on that consulting firm’s letterhead stating the intent

to participate in the contract is required. If the prime consultant is a DBE, identify this in the statement.

Relevant References: 5 percent

References to previous similar work, including work performed such as regional freight/planning studies, intermodal or planning, or truck and/or rail planning.

SWODA reserves the right to seek clarification of any submitted proposal, reject all proposals received because of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel in part or in its entirety this RFP if it is in the best interests of SWODA. This solicitation of qualifications in no way obligates the SWODA to award a contract. A short list of qualified consultants will be selected from the submitted proposals for follow-up interviews. The interview format will include an oral presentation from the consultant, to be followed by a question-and-answer period. Interviews will be scheduled during the week of **XXXX** at the SWODA office or ODOT office. TEAMS or an equivalent platform for interviews may be considered depending upon circumstances.

If in the judgment of SORTPO changes in the contents of the RFP are required, an addendum will be issued by the SORTPO. Any addendum that may be issued will be posted on the SORTPO website at www.SORTPO.org by 5 pm on **XXXX**. The consultant team will be required to provide a written letter to acknowledge their receipt of the addendum and inclusion as part their submission. This additional letter shall be one page and will not subject to the page limit requirement.

Due to potential conflict of interest, no consultant team or a person representing a consultant team may arrange or meet with the individual members of SWODA to discuss any items or matters related to this RFP during the period between the date of the release of this RFP and the date the SWDOA makes the decision selecting the successful consultant team.

ADDITIONAL INFORMATION

SORTPO reserves the right to award the contract to any qualified responder. Ten percent of total contract cost will be withheld as retainage pending successful project completion. All submittals become the property of the SORTPO upon submission. The cost of preparing, submitting, and presenting qualifications lies solely with the responder.

All data, databases, reports, designs, and materials in digital and hard copy format created under this project shall be transferred to the SORTPO upon completion of the project and become the property of the SORPTO.

Insurance

The consultant shall affect and maintain insurance at its own cost and expense to protect itself and the SORTPO from claims under Workers' Compensation Acts; from claims for damages because of bodily injury including sickness, disease, or death of any of its employees or other parties; from claims for damages because of injury to or destruction of tangible property; and from claims arising out of the performance of professional

services caused by errors, omissions, or negligent acts for which it is legally liable, each in the amount of \$1,000,000 or statutory amount as applicable.

Modification or Withdrawal of Proposals:

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

Minor Informalities:

Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other vendors. The Director of Transportation may waive such informalities or allow the vendor to correct them depending on which is in the best interest of the project.

A proposal submitted in response to this RFP shall constitute a binding offer. The autographic signature of a person who is legally authorized to execute contractual obligations on behalf of the offeror shall indicate acknowledgment of this condition. A submission in response to this RFP acknowledges acceptance by the offeror of all terms and conditions as set forth herein. An offeror shall identify clearly and thoroughly any variations between its proposal and the RFP in the cover letter. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

Protested Solicitations and Awards:

Right to protest. Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract must protest in writing to the Director of Transportation as a prerequisite to seeking judicial relief. Protestors are urged to seek informal resolution of their complaints initially with the Purchasing Manager. A protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protests prior to bid opening or the closing date for proposals.

Confidential/Proprietary Information:

All proposals will be confidential until a contract is awarded and fully executed. At that time, all proposals and documents pertaining to the proposals will be open for public inspection, except for the material that is proprietary or confidential. **Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary.**

Acceptance of Proposal Content:

The contents of the proposal (including persons specified to implement the project) of the successful contractor shall become contractual obligations into the contract award. Failure of the successful offeror to perform in accordance with these obligations may result in cancellation of the award and such offeror may be removed from future solicitations.

RFP Response/Material Ownership:

All material submitted regarding this RFP becomes the property of SWODA.

Incurring Costs:

SWODA is not liable for any cost incurred prior to issuance of a legally executed contract and/or a purchase order.

Non-Discrimination:

The offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination based on race, color, religion, national origin, age, or sex.

Taxes:

SWODA is exempt from all federal excise taxes and all Oklahoma State and local government sales and use taxes. Where applicable, contractor will be responsible for payment of use taxes.

Assignment and Delegation:

Neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

Standard of Conduct:

The successful consulting firm shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee as may be necessary.

SWODA may request the successful firm to immediately remove from this assignment any employee found unfit to perform duties due to one or more of the following reasons:

- ✓ Neglect of duty.
- ✓ Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
- ✓ Theft, vandalism, immoral conduct, or any other criminal action.
- ✓ Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment for SWODA.

Damages for Breach of Contract:

In addition to any other legal or equitable remedy SWODA may be entitled to for a breach of this Contract, if SWODA terminates this Contract, in whole or in part, due to Contractor's breach of any provision of this Contract, Contractor shall be liable for actual and consequential damages to SWODA.